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P-CARD USER MANUAL

SPLITTING A TRANSACTION

INTRODUCTION

A Verifier or an Approver can split a transaction into individual transaction rows so that he or she can enter different fiscal coding on the different transaction rows. This can help manage the agencies payments using different funding sources.

You will not be able to split a transaction in order to enter a credit (e.g., from a vendor). For example, you won't be able to enter -2.00 and +12.00 to split a +10.00 charge. You would have to enter an adjustment (either in STARS or in the Statewide Accounting Systems Adjustments) for the credit.

TO SPLIT A TRANSACTION

1. Click the **Split** icon on the Parent transaction.

Figure 1 – Parent and Split transactions

Card Holder: Credit Cards:

Split icon

Sp	Ve	Pe	TranDate	Amount	Vendor	VendorID	Sfx	PCA*	INDEX	BFY	Parent transaction	end*	Sfx	CI	Grant*	Ph	Project*
			8/24/2006	80.32	ALBERTSONS #169 SH BO	940760700		27311		2007	5						
			8/24/2006	65.00	NATIONAL RECREATION AH MA	135563001	00	27311		2007	5199						
			8/26/2006	42.10	VZW VERIZON WRLSSAPO VW 80	311331821		27311		2007	5395						

Undo Changes Save Changes Submit & Print Transmittal

Transaction Splits

Split transaction

Remaining Amount: 0.00

Split	Date	Amount	Vendor	Vendor ID	Sfx	PCA*	INDEX	BFY	Sub*	Dtl	1099	STARS	Vend*	Sfx	CI	Grant*	Ph	Project*	Ph	Enc
	8/24/2006	40.00	ALBERTSONS #169 SH BO	940760700		27311		2007	5352											
	8/24/2006	40.32	ALBERTSONS #169 SH BO	940760700		27311		2007	5352											

Split icon

Pressing ENTER on the first row puts the remaining balance on the second row

Remove Splits Undo Save Done

The screen is then divided into two separate sections:

- **Parent Transaction** – The original transaction.
 - **Split Transactions** – Use this area to enter the split the **Amount** and add fiscal coding as needed. Split transaction can be split again into multiple rows.
2. Change the **Amount** and add fiscal coding as needed. Remember that fiscal code fields marked with an asterisk can be looked up and will validate your data entry.

3. To create another row, press ENTER while your cursor is in a field on the split transaction. (You can also click the **Split** icon on the split transaction row.) The balance or remaining amount will automatically populate the **Amount** field of the next row. When you change the amount in the **Amount** field and press TAB, the **Remaining Amount** will be displayed.
 - NOTE: When creating several split transaction rows, your data entry will be validated when a new row is created. Any errors on the first row will be highlighted so you can fix them before creating subsequent rows.
4. Click **Save** to save your changes and validate your data entry in the Split Transactions grid.
 - Click **Undo** to undo changes in the Split Transactions fiscal code fields (will keep the splits).
 - Click **Remove Splits** to remove (delete) all splits that have been created for that specific transaction.
5. Click **Done** to close the Split Transactions grid and move the splits into the main approval grid. The split transactions will be highlighted in color on the main grid.

NOTE: To correct splits after you click **Done**, click the Split icon on one of the split transactions in the main grid – the rows will be highlighted in a different color. (If you place the cursor over the Split icon, it will read “Edit this Split.”) All of the splits should appear in the **Split Transactions** grid. Click **Remove Splits**.

P-CARD PAGE SIZE (PAGING) ISSUE

If your transaction rows are displayed on multiple pages, change the **Page Size** so that all transactions are viewable on one page. Transactions split over multiple pages *may* not save properly. By default P-Card will display 20 rows of transactions on the transaction grid. You can change the number of rows displayed per page in the **Page Size** field. The **Page Size** field is not displayed if the number of rows is 20 or less.

Figure 2 - Page Size

The screenshot shows the P-Card system interface. At the top, there are fields for 'Card Holder' (KROSCHE BRUCE) and 'Credit Cards' (KROSCHE BRUCE : 547968). A 'Page Size' dropdown menu is set to '20' with a note '(use 0 for no Paging)'. Below this is a transaction grid with columns: Split, Ve, Pe, TranDate, Amount, Vendor, VendorID, Sfx, PCA*, INDEX, BFY, Sub*, DTI, 1099, STARS, Vend*, Sfx, CI, Grant*, Ph, Project*, Ph, Enc*. The grid contains several rows of transactions, mostly dated 10/28/2008. At the bottom of the grid, a date indicator '10/9* 10/28*' is visible. At the bottom of the interface are buttons for 'Undo Changes', 'Save Changes', 'Create Trans & Atch', and 'Submit & Print'.

The pages are denoted by a month/day date at the bottom of the grid (e.g. “8/5”). This date indicates the date of the transmittal on the first row of that page; it does not mean that all transmittals on the page have the same date.